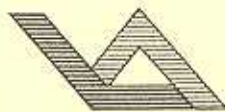




# RECORDS RETENTION SCHEDULE



Prepared by  
**STATE RECORDS BRANCH**  
Public Records Division  
Kentucky Department for Libraries and Archives

STATE ARCHIVES AND RECORDS COMMISSION  
DIVISION OF ARCHIVES AND RECORDS MANAGEMENT  
DEPARTMENT OF LIBRARY AND ARCHIVES  
COMMONWEALTH OF KENTUCKY

RETENTION AND DISPOSAL SCHEDULE NUMBER IIIDate Approved APR 10 1980  
by Commission

Schedule for:

STATE BOARD OF EXAMINERS AND  
REGISTRATION OF ARCHITECTS

State Agency

Unit

APPROVALS  
FOR STATE AGENCY

1. L. Wayne Jone, Executive Director  
Agency Head and Title
2. L. Wayne Jone  
Agency Records Officer
3. Howard J. Goodpastor  
Division of Archives and Records Management  
State Archivist and Records Administrator
4. Balme M. Williams  
Archives and Records Commission Chairman

WE THE UNDERSIGNED OR THE AGENTS THEREOF HAVE EXAMINED THE RECORD ITEMS BELOW AND RECOMMEND  
THE DISPOSITION AS SHOWN

Larry B. Fenton  
Records Analyst

Larry B. Fenton  
Assistant State Records Administrator

Jeffrey Michael Duff  
Assistant State Archivist

THE DETERMINATION AS SET FORTH BELOW MEETS WITH MY APPROVAL

Balme M. Williams 3/7/80  
Attorney General Approval Date

Attorney General

Approval Date

STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

Schedule Date: April 01, 1980

STATE AGENCY RECORDS  
RETENTION SCHEDULE

General Government  
Architects, State Board of Examiners and Registration of

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00836	Master File on Architects (Consists of: Personal Interview Data, Completed Tests, Applications, Correspondence, Examination Grades)			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
00845	License Renewal Receipt			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
00846	Examination Grades on Examination Form			Agency: 1	Records Center:	Archives Center:
				Destroy		
00837	Ledger on Revoked, Deceased, or Voluntarily Surrendered Architects			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
00838	File on Refused Architects			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
00839	Listing of Registered Architects			Agency: P	Records Center:	Archives Center:
				Retain in Agency		

# STATE AGENCY RECORDS RETENTION SCHEDULE

General Government  
Architects, State Board of Examiners and Registration of

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00840	Card File On Registered Architects			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
00841	File On Violations (Includes: Investigations and Special Correspondence)			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
00842	Administrative Letter Ballots			Agency: I	Records Center:	Archives Center:
				Destroy after vote confirmed at next board meeting		
00843	Completed Examination Paper			Agency: 5	Records Center:	Archives Center:
				Destroy		
00844	Board Members Per Diem Compensation Schedule			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		